



Harare  
Institute of  
Technology

Main Campus  
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Zimbabwe

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## REQUEST FOR QUOTATION

**TO ...Stationery - Toners and Cartridges**  
**DATE ...5 July 2018.....**  
**RETURN QUOTATION TO: Buying Unit**

**CLOSING DATE .....9 July 2018.....**  
**CLOSING TIME ...1630hrs.....**  
**CONTACT PERSON...Ms M. Muyambo...**  
**DELIVERY PERIOD .....A.S.A.P.....**

ITEM NUMBER	DESCRIPTION ( Please give full specification)	QUANTITY
1	HP05A Toner Cartridge - strictly originals no generics	5

### INSTRUCTIONS AND CONDITIONS

1. Submit proof of registration with the State Procurement Board in the specified category
2. Submit Valid Tax Clearance
3. Submit HP certificate
4. State delivery period
5. Payment is after delivery
6. Delivery point is Harare Institute of Technology
7. Quotations must be submitted in sealed envelopes.